

# **Aboveground Storage Tank (AST) Registration Guide**

## **Using the WVDEP Electronic Submission System**

**Version: 11/21/16**

## Contents

Do I need to Register?.....	3
Logging into the System.....	5
Creating a New Aboveground Storage Tank Registration .....	7
Entering Your Registration Information.....	11
Section I: Ownership.....	12
Section II: Facility .....	13
Section III: Landowner .....	16
Section IV: Operator .....	17
Section V: Above Ground Storage Tanks .....	19
Section V-A: Description of Aboveground Storage Tank .....	21
Section V-B: Substance Stored.....	24
Section V-C: Tank Regulations.....	26
Section V-D: Tank Construction Material and Corrosion Protection .....	28
Section V-E: Tank Liner Material and Corrosion Protection .....	29
Section V-F: Piping Construction and Corrosion Protection .....	30
Section V-G: Type of Secondary Containment.....	31
Section V-H: Type of Secondary Containment Material .....	32
Section VI: Certification .....	33
Submitting the AST Registration to DEP .....	34
Correcting a Previously Submitted AST Registration .....	36
Deleting AST Registration Applications Created in Error .....	37
Contact Information.....	39

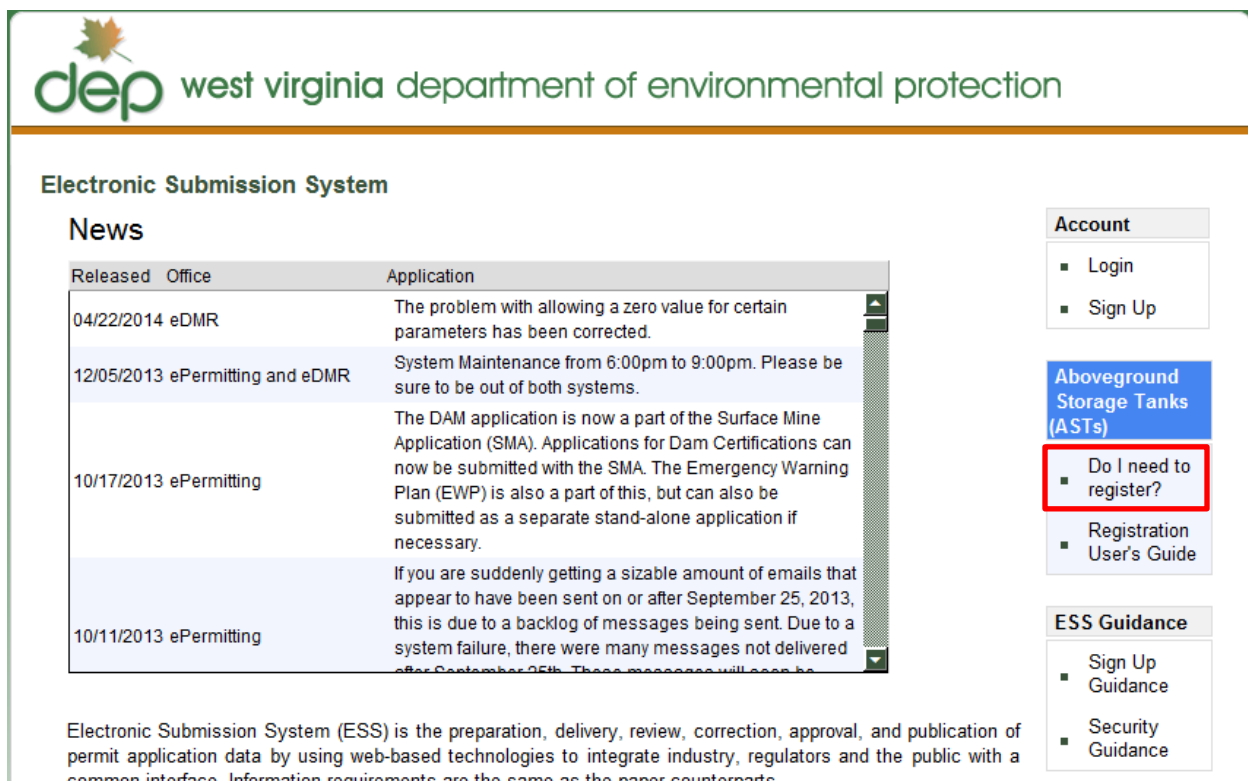
## Do I need to Register?

Website address for the WVDEP Electronic Submission System (ESS):

<https://apps.dep.wv.gov/eplogin.cfm>

On the Electronic Submission System (ESS) site, there is a short survey you can take to determine if you should register your Aboveground Storage Tank (AST).

Click “Do I need to register?” from the right hand AST menu. Ensure that any popup blockers are turned off.



**dep** west virginia department of environmental protection

### Electronic Submission System

#### News

Released	Office	Application
04/22/2014	eDMR	The problem with allowing a zero value for certain parameters has been corrected.
12/05/2013	ePermitting and eDMR	System Maintenance from 6:00pm to 9:00pm. Please be sure to be out of both systems.
10/17/2013	ePermitting	The DAM application is now a part of the Surface Mine Application (SMA). Applications for Dam Certifications can now be submitted with the SMA. The Emergency Warning Plan (EWP) is also a part of this, but can also be submitted as a separate stand-alone application if necessary.
10/11/2013	ePermitting	If you are suddenly getting a sizable amount of emails that appear to have been sent on or after September 25, 2013, this is due to a backlog of messages being sent. Due to a system failure, there were many messages not delivered after September 25th. These messages will appear as...

#### Account

- Login
- Sign Up

#### Aboveground Storage Tanks (ASTs)

- Do I need to register?**
- Registration User's Guide

#### ESS Guidance

- Sign Up Guidance
- Security Guidance

Electronic Submission System (ESS) is the preparation, delivery, review, correction, approval, and publication of permit application data by using web-based technologies to integrate industry, regulators and the public with a common interface. Information requirements are the same as the paper counterparts.

Choose **Yes** or **No** for the following questions, then click **Answer**. There are 16 questions total.

### Do I need to register my tank?

Answer the following questions:

1. Does the structure have a storage capacity of more than 1,320 gallons?
2. Can the structure hold a material that is liquid at standard temperature and pressure?
3. Is the structure more than 90 percent above the ground?
4. Does the device remain in one location (example: on one site, work-site, facility, farm, etc.) for less than three hundred sixty five days?
5. Is the structure a shipping container, such as a railroad freight car or tanker truck, currently subject to federal regulations under the Federal Railroad Safety Act or subject to federal law governing the transportation of hazardous materials under 49 CFR 172, 173 or 174?
6. Is the structure a barge or a boat?
7. Is the structure a swimming pool?
8. Is the structure a "process vessel" being defined as tanks, containers or other vessels utilized in a facility in the manufacturing process through which there is a steady, variable, recurring or intermittent flow of materials? A process vessel does not include tanks used for storage of materials prior to their introduction into the production process or for the storage of finished products or by-products of the production process. A process vessel's predominant function is to transform substances through chemical or physical methods (See [FAQ](#) for additional clarification).
9. Does the structure hold wastewater that is being actively treated/processed, e.g., clarifier, chlorine contact chamber, batch reactor, etc.? (This does not include chemical storage/feed tanks, pre- or post-processing storage tanks, fuel storage tanks, etc. that are located at the treatment facility.)
10. Does the device contain drinking water for human or animal consumption, surface water or groundwater, demineralized water, noncontact cooling water or water stored for fire or emergency purposes? (Note: The addition of substances to a tank (such as anionic and cationic polymers, flocculent, acids, bases, etc.) containing surface water, groundwater, demineralized water or drinking water not intended for human or animal consumption are not exempt from registration and may be regulated as Level 1 or Level 2 tanks.)
11. Does the device contain food or food-grade materials used for human or animal consumption that is regulated under the Federal Food, Drug and Cosmetic Act (21 U. S. C. §301-392)?
12. Is the device an empty tank that is held in inventory or offered for sale (example: new tank not installed to date, or an emptied, cleaned, dried tank that is not hooked to any ancillary equipment and is being held in inventory for later use or for sale)?
13. Is the device electrical equipment such as transformers, circuit breakers and voltage regulator transformers?
14. Is the device a pipeline facility, including gathering lines, regulated under the Natural Gas Pipeline Safety Act of 1968, the Hazardous Liquid Pipeline Safety Act of 1979, an intrastate pipeline facility regulated under the WV Public Service Commission or otherwise regulated under state law comparable to the Natural Gas Pipeline Safety Act or the Hazardous Liquid Pipeline Safety Act?
15. Is the device a liquid trap, atmospheric or pressure vessel, or associated gathering line related to oil or gas production and gathering operations? (Produced water, crude or brine ASTs are not considered atmospheric vessels, [click here for more information.](#))
16. Is the device located on a farm, and the contents used exclusively for farm purposes and not for commercial distribution?

Print **Answer** Close

If the answer is **No**, no further action is required.

If the answer is **Yes**, you must register your tanks. You can choose **Login** if you already have an ESS login, or choose **Sign Up**.

**Yes, you do.** Registration is anticipated to start June 10th, 2014. Click here to [login](#).

You can register your tanks online. If you don't have an ePermitting or eDMR account, click here to [Sign up](#).

## Logging into the System

Before you can log into the system, you need to register for a username and password. If you do not have an account, please refer to the “Sign Up Guidance” document on the main ESS page.

**dep** west virginia department of environmental protection

### Electronic Submission System

#### News

Released	Office	Application
04/22/2014	eDMR	The problem with allowing a zero value for certain parameters has been corrected.
12/05/2013	ePermitting and eDMR	System Maintenance from 6:00pm to 9:00pm. Please be sure to be out of both systems.
10/17/2013	ePermitting	The DAM application is now a part of the Surface Mine Application (SMA). Applications for Dam Certifications can now be submitted with the SMA. The Emergency Warning Plan (EWP) is also a part of this, but can also be submitted as a separate stand-alone application if necessary.
10/11/2013	ePermitting	If you are suddenly getting a sizable amount of emails that appear to have been sent on or after September 25, 2013, this is due to a backlog of messages being sent. Due to a system failure, there were many messages not delivered after September 25th. These messages will come to you.

Electronic Submission System (ESS) is the preparation, delivery, review, correction, approval, and publication of permit application data by using web-based technologies to integrate industry, regulators and the public with a common interface. Information requirements are the same as the paper counterparts.

**Account**

- Login
- Sign Up

**Aboveground Storage Tanks (ASTs)**

- Do I need to register?
- Registration User's Guide

**ESS Guidance**

- Sign Up Guidance
- Security Guidance

**NOTE:** If you already have a login for ESS that you obtained for purposes unrelated to AST registrations you do not need to request a separate ESS login, examples below:

- Water/Mining ePermitting
- Water/Mining eDMRs
- Other electronic forms for Water/Mining/Oil & Gas
- Air permit determination forms

Once you have obtained your login information, click the Login link under **Account**, enter your login ID and password, and click **Enter Site**.



The screenshot shows the login interface for the Department of Environmental Protection (dep) of the State of West Virginia. The header includes the 'dep' logo, the text 'Department of Environmental Protection', and a scenic image of West Virginia mountains. Below the header, on the left, is a vertical image of a person fishing. The main content area is titled 'Enter Login Information:' and contains two input fields: 'Login:' with the text 'SmithM74' and 'Password:' with masked characters. To the right of the password field is a green button labeled 'Enter Site'. Below the input fields, a message states: 'Once you have successfully entered your login information, any period of inactivity for 2 hours will log you out of the system.' At the bottom of the login area is a link that says 'Forgot login or password?'.

**NOTE:** Once you have successfully entered your login information, any period of inactivity for two hours will log you out of the system.

**NOTE:** The ESS website is compatible with the following internet browsers: Internet Explorer 6 to 11, Google Chrome, and Mozilla Firefox.

## Creating a New Aboveground Storage Tank Registration

AST Registrations are specific to a physical site location, operator and owner. If you have multiple tanks at one site, you can complete one registration detailing the information for all tanks. If you have multiple site locations around the state with tanks, you'll need to complete one registration for each location<sup>1</sup>.

After logging in, you will be presented with the **Selection Process** screen. This screen is considered the ESS **Home** screen and is where you will start to create, continue, or review applications, registrations and various reports.

At any time while using ESS, you can click the **Return Home** button at the left to get back to the **Selection Process Home** screen.

**west virginia**  
**dep** **electronic submission system**  
**selection process**

Welcome SMITH, MEGAN EXT

Process:

[My Account](#) [Return Home](#) [Log Out](#)

You will continue to receive choices as you make each selection.

Once your choice is selected, you will receive another response box to make your next selection.

Once all your selections are made, you will be able to begin your application.

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OWR	MOUNDSVILLE CITY OF	EDMR		test 1-16-14 (01/16/2014)	25% completed	
OWMS	CLAY TOWN OF	ASTN		Site (04/22/2014)	0% completed	
OWR	CHEAT MOUNTAIN WATER CO	EDMR		test pvoid (03/10/2014)	0% completed	
OWR	MIKE FERRELL FORD LINCOLN MERCURY	EDMR - 9777	EDMR	inactive outlet test (03/05/2014)	Under review	03/05/2014
OOG	BURGUNDY FARM WILDLIFE SCHOOL	WR-40		sss (03/04/2014)	Submitted	03/04/2014
OWR	MOUNDSVILLE CITY OF	EDMR		test eDMR file upload 1-16-14 v2 (01/16/2014)	0% completed	
OOG	DOUGLAS, DAVID & MELODY	WR39E		ss (03/04/2014)	Submitted	03/04/2014
OOG	DURBIN TOWN OF	WR39E		sss (03/04/2014)	Submitted	03/04/2014

Several options are available under the **Process** field:

- **New:** create a new registration
- **Continue:** work on a previously created registration
- **Review:** bring up a read-only version of a previously submitted registration
- **Security:** change your account preferences (Note: This option only appears if you have been assigned security rights for a specific applicant. See the "Security Guidance" document on the ESS main website for more information.)

<sup>1</sup> Oil and gas entities with multiple tanks may register the tanks under one Operator and Facility Name/Location. Oil and gas entities who prefer to register tanks on a regional, district or similar geographic basis, or assign responsibility to multiple Operators, can do so by completing a separate Registration for each area or Operator.



To register an Aboveground Storage Tank, choose **New** as the **Process** and **Waste Management (OWMS)** as the **Office**.

**west virginia**  
**dep** **electronic submission system**

**selection process**

Welcome SMITH, MEGAN EXT

My Account  
Return Home  
Log Out

Process: New  
Office: Waste Management (OWMS)  
Applicant:

Log out

You will continue to receive choices as you make each selection.

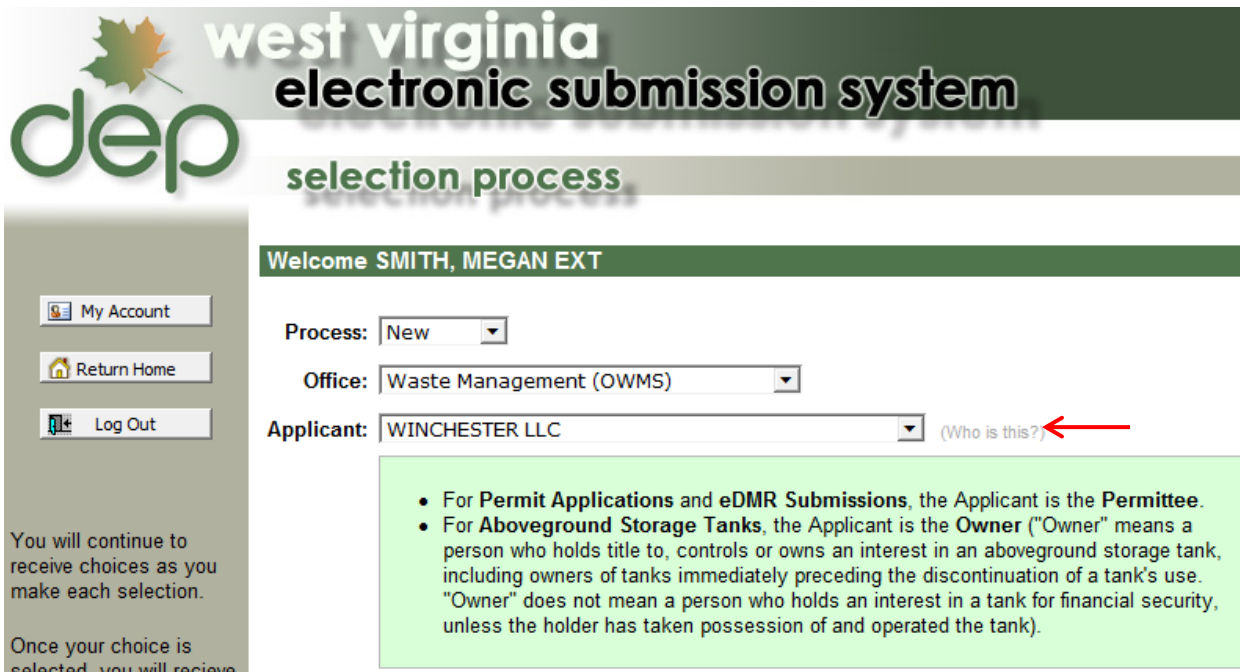
Once your choice is selected, you will receive another response box to make your next selection.

Once all your selections are made, you will be able to begin your application.

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OWR	MOUNDSVILLE CITY OF	EDMR		test 1-16-14 (01/16/2014)	25% completed	
OWMS	CLAY TOWN OF	ASTN		Site (04/22/2014)	0% completed	
OWR	CHEAT MOUNTAIN WATER CO	EDMR		test pvoid (03/10/2014)	0% completed	
OWR	MIKE FERRELL FORD LINCOLN MERCURY	EDMR - 9777	EDMR	inactive outlet test (03/05/2014)	Under review	03/05/2014
OOG	BURGUNDY FARM WILDLIFE SCHOOL	WR-40		sss (03/04/2014)	Submitted	03/04/2014
OWR	MOUNDSVILLE CITY OF	EDMR		test eDMR file upload 1-16-14	0% completed	

On the **Applicant** field, select the company or organization that owns the Aboveground Storage Tank(s) that you are going to register (click the “Who is this?” link for more information). You will only see Applicants to which your User account has been granted access. If you do not see the applicant you need, contact the applicant’s security agent and request to be added to their account.





**west virginia**  
**dep** **electronic submission system**

**selection process**

Welcome SMITH, MEGAN EXT

Process:

Office:

Applicant:  (Who is this?)

**Instructions:**

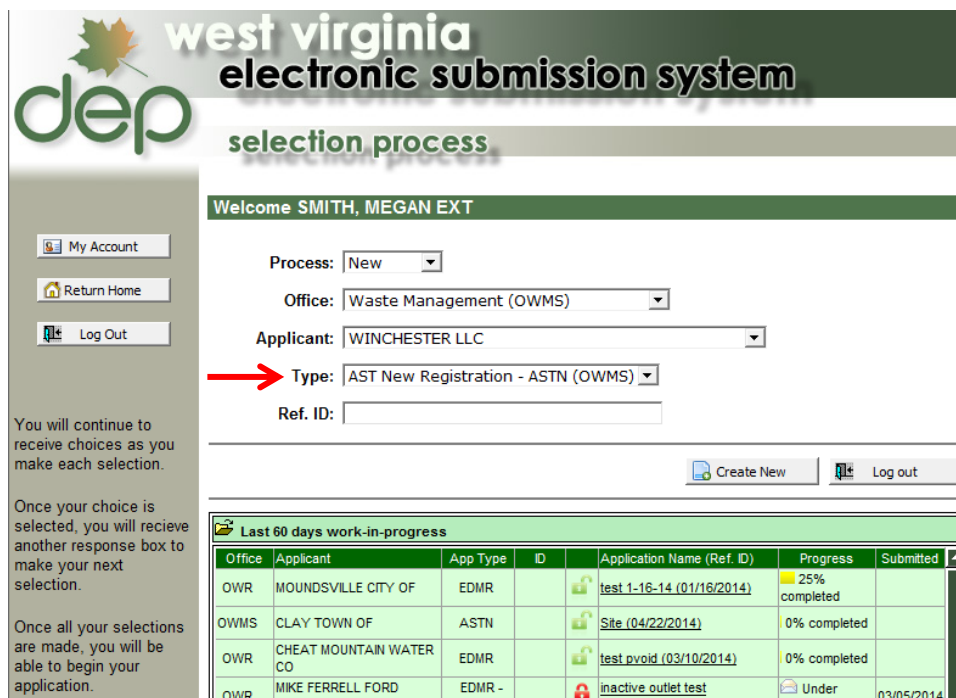
- For **Permit Applications** and **eDMR Submissions**, the Applicant is the **Permittee**.
- For **Aboveground Storage Tanks**, the Applicant is the **Owner** ("Owner" means a person who holds title to, controls or owns an interest in an aboveground storage tank, including owners of tanks immediately preceding the discontinuation of a tank's use. "Owner" does not mean a person who holds an interest in a tank for financial security, unless the holder has taken possession of and operated the tank).

My Account  
Return Home  
Log Out

You will continue to receive choices as you make each selection.

Once your choice is selected, you will receive

On the **Type** field, select **AST New Registration – ASTN (OWMS)**.



**west virginia**  
**dep** **electronic submission system**

**selection process**

Welcome SMITH, MEGAN EXT

Process:

Office:

Applicant:

**Type:**

Ref. ID:

Create New Log out

**Last 60 days work-in-progress**

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OWR	MOUNDSVILLE CITY OF	EDMR		test 1-16-14 (01/16/2014)	25% completed	
OWMS	CLAY TOWN OF	ASTN		Site (04/22/2014)	0% completed	
OWR	CHEAT MOUNTAIN WATER CO	EDMR		test pvoid (03/10/2014)	0% completed	
OWR	MIKE FERRELL FORD	EDMR -		inactive outlet test	Under	03/05/2014

My Account  
Return Home  
Log Out

You will continue to receive choices as you make each selection.

Once your choice is selected, you will receive another response box to make your next selection.

Once all your selections are made, you will be able to begin your application.

On the **Reference ID** field, please include your facility or site name and city. Examples: Happy Acres Farm – Fairmont, Gas Mart #421 – Ripley, or Bruceton Complex – Romney. This can be used to easily bring up and review previously submitted registrations when needed.

**REMINDER:** If you have tanks at more than one location, a separate registration should be created for each.

**west virginia dep electronic submission system**

**selection process**

Welcome SMITH, MEGAN EXT

Process:

Office:

Applicant:

Type:

Ref. ID:

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OWMS	CLAY TOWN OF	ASTN		Site (04/22/2014)	0% completed	
OWR	MOUNDSVILLE CITY OF	EDMR		test 1-16-14 (01/16/2014)	25% completed	
OWR	CHEAT MOUNTAIN WATER CO	EDMR		test pvoid (03/10/2014)	0% completed	
OWD	MIKE FERRELL FORD	EDMR -		inactive outlet test	Under	03/05/2014

Click the **Create New** button to create the registration application.

**Note:** Hitting Enter will not work. You will need to re-enter your Reference ID and click the **Create New** button.

**west virginia dep electronic submission system**

**selection process**

Welcome SMITH, MEGAN EXT

Process:

Office:

Applicant:

Type:

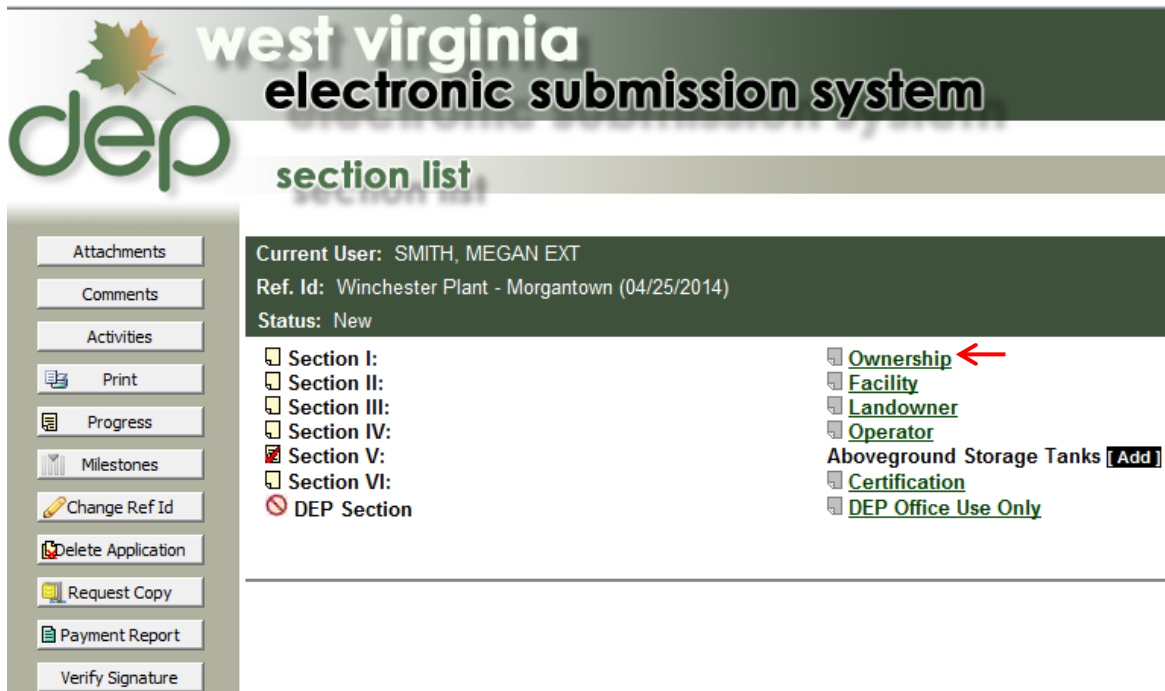
Ref. ID:

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OWMS	CLAY TOWN OF	ASTN		Site (04/22/2014)	0% completed	
OWR	MOUNDSVILLE CITY OF	EDMR		test 1-16-14 (01/16/2014)	25% completed	
OWR	CHEAT MOUNTAIN WATER CO	EDMR		test pvoid (03/10/2014)	0% completed	
OWD	MIKE FERRELL FORD	EDMR -		inactive outlet test	Under	03/05/2014

## Entering Your Registration Information

You should now see the **Section List** screen. This page lists all the informational sections you must complete before being able to submit your AST registration

**Note:** Although not mandatory, it is recommended that you complete the sections in sequential order.



The screenshot shows the 'west virginia electronic submission system' header with the DEP logo. Below the header is a 'section list' section. On the left is a sidebar with buttons: Attachments, Comments, Activities, Print, Progress, Milestones, Change Ref Id, Delete Application, Request Copy, Payment Report, and Verify Signature. The main content area displays user information: 'Current User: SMITH, MEGAN EXT', 'Ref. Id: Winchester Plant - Morgantown (04/25/2014)', and 'Status: New'. Below this is a list of sections: Section I, Section II, Section III, Section IV, Section V (checked), and Section VI. To the right of these sections are links for Ownership, Facility, Landowner, Operator, Aboveground Storage Tanks (with an 'Add' button), Certification, and DEP Office Use Only. A red arrow points to the 'Ownership' link.

**west virginia**  
**electronic submission system**

**dep**

**section list**

Attachments  
Comments  
Activities  
Print  
Progress  
Milestones  
Change Ref Id  
Delete Application  
Request Copy  
Payment Report  
Verify Signature

**Current User:** SMITH, MEGAN EXT  
**Ref. Id:** Winchester Plant - Morgantown (04/25/2014)  
**Status:** New

☐ Section I:  
☐ Section II:  
☐ Section III:  
☐ Section IV:  
☒ Section V:  
☐ Section VI:  
☐ DEP Section

☐ [Ownership](#) ←  
☐ [Facility](#)  
☐ [Landowner](#)  
☐ [Operator](#)  
Aboveground Storage Tanks **[Add]**  
☐ [Certification](#)  
☐ [DEP Office Use Only](#)

To begin entering data for a section, click on the name of the section (written in green). Ex: “Ownership”

## Section I: Ownership

For this section, review the ownership information that is automatically generated in the fields of the form. This data is associated with the **Applicant** you chose during the creation of your registration application, and does not have to be the same as the physical location of the tanks you are trying to register.

Section I: Ownership

Section Complete Section Incomplete

Activities Attachments Comments Instructions

Ownership of Tank(s)

Tank Owner Name: WINCHESTER LLC

Email Address: winchesterllc@gmail.com

Mailing Address: 500 LEE ST E

STE 900

City: CHARLESTON State: West Virginia

Postal Code: 25301

Country: United States of America

Telephone/Cellphone No.: 304-380-0200 (###-###-####)

Fax Number: (###-###-####)

Information is missing, has changed or is incorrect ☒

Save Changes Back Next Print Current Version Reset

Navigator Menu Index Home Log Out

If any of the information that appears is incorrect, click the “**Information has changed or is incorrect**” checkbox at the bottom. Once you do, changes can be made and DEP staff will be alerted of the change once your application has been submitted.

Once you verify all of the information is correct, click the **Section Complete** button in the top left corner of the page.

To move on to the next section, click **Next** on the bottom left corner of the page.

Save Changes Back Next Print Current Version Reset

Navigator Menu Index Home Log Out

**Note:** At any time during the registration process, you can go back to the **Section List** to see all the sections of the application by clicking **Menu** on the bottom right corner of the page instead. You can then choose which section to complete next, or review previously completed sections.

**Tip:** If needed, you can enter portions of data at a time and hit the **Save Changes** button in the bottom left corner to save your work. You can come back later under the **Continue** process on the **Home** screen to resume your work.

**Tip:** On the top right corner of every screen in the AST Registration Application form, you can click **Instructions** to receive directions on how to complete each particular page.

## Section II: Facility

The first thing you will notice is that some fields are blue. [Blue fields](#) are mandatory, and you will be unable to complete the registration process without providing the information.

Facility information refers to the physical location of the facility where the tanks are located<sup>2</sup>.

**Section II: Facility**

---

**Location of Facility**

Facility name:

Street Address:

City:  State:

Postal Code:

County:   
Choose the county where your facility is located. If your facility spans more than one county, choose the county where the facility entrance is located.

Center of Facility: (Decimal Degrees, NAD83, 6 decimals)

Latitude:  Longitude (please use absolute number):

Source:

Is facility regulated under existing State or Federal Programs?

☒ Yes (If Yes, provide identifying information concerning the program)

---

**Facility Regulations**

Program Name	Document	Comments
<input type="checkbox"/> Hazardous Waste	<input type="text" value="WVR001201211"/> <small>EPA ID#</small>	<input type="text"/>

---

**NAICS**

Code   Description	
<input type="checkbox"/> 213113 Support Activities for Coal Mining	<input type="button" value="Select"/>

<sup>2</sup> Oil and gas entities with multiple tanks may use Operator's name and address for Facility name and address in [Section II. Location of Facility](#) (as shown above). In this scenario, the center of Facility Latitude/Longitude is not required.

**Facility Name** is the name of the site where the tanks are located. It should correspond with the name you chose in your Reference ID.

**Street Address, City, State and Postal Code** should match your official 911 address that refers to the actual location of the tanks, not just a P.O. Box. You can click the **Postal Code Ref.** button and input the facility address and click “Find” to determine the correct postal (zip) code. If there is no address associated with the physical location of your tanks, type “N/A” in the **Street Address** field and “00000” for the **Postal Code**.

**County** refers to the county where your facility is located. If your facility spans more than one county, choose the county where the facility entrance is located.

**Latitude, Longitude and Source** – This may not be applicable to certain operations. There are several methods to obtain the latitude and longitude of the center of your facility. Regardless of which method you choose, ensure that your results are reported in decimal degrees with 6 decimal places measured using NAD83 (North American Datum of 1983).

- Classical Surveying Techniques – This involves using traditional methods of measuring horizontal distances, elevations, directions and angles, and should only be performed by a licensed surveyor.
- GPS – This is an electronic device that automatically identifies the latitude and longitude at the location where it used.
- Topographic Map Interpolation – These are online programs that allow you to enter your facility address and utilize satellite imagery to zoom in and find images of your physical site location. There is a **Google Maps** icon on the page which allows you to use this method by doing the following:
  - Click on the **Google Maps** icon
  - Enter the physical location address in the **Search Box** in the pop-up window
  - Click and drag the map in the direction you want to go until you have located the center of your facility
  - Left click the center of the facility, and click **Use this position** to fill in the form with the selected latitude and longitude
  - The “Source” field will automatically be set to “Google Maps”

**Note:** Decimal degrees should all be entered as positive numbers, and the system will convert the longitude to a negative number automatically.

The next question you are asked is, “**Is the facility regulated under existing State or Federal Programs?**”

- If the answer is **NO**, you should review the information on the form for accuracy and hit **Section Complete** before going on to the next section.
- If the answer is **YES**, click the checkbox and fill out the following information:
  - Program Name refers to the *environmental* program(s) that regulate your facility. Choose the correct option from the list, or choose “Other” if your facility’s regulatory program is not listed.
  - Document refers to the regulatory permit number, ID number, or other record that identifies your company under the state or federal program. If not applicable, please enter “n/a”.
  - Comments can be added to list any other important information you wish to share regarding the facility location or facility regulations.
- You can add as many rows as you need to list each of the applicable regulatory programs. If you need to delete a row, click the checkbox on that row underneath the trash can icon and then click **Save Changes**.

Once you verify all of the information is correct, click the **Section Complete** button in the top left corner of the page. To move on to the next section, click **Next** on the bottom left corner of the page.

**NAICS** stands for North American Industry Classification System and is used to categorize the facility’s primary activities. Hit the **Search** button to search by either code (if known) or by keyword (e.g., “coal” or “oil and gas”).



### Section III: Landowner

The **Landowner** section refers to the individual or organization that owns the property where the tanks are physically located.

The first question the form asks is “**If different than Tank Owner?**” and you must choose **Yes**, **No** or **Yes but unknown**.

- If you choose **No**, the form automatically populates with the information from Section I: Owner
- If you choose **Yes**, you can input the landowner’s contact information, if known
- Choose **Yes but unknown** if you do not know who the landowner is

**Section III: Landowner**

<b>Landowner</b>	
<input type="checkbox"/>	If different than Tank Owner? : Yes ▼
Landowner name:	Turner Properties
Email Address:	megan.d.smith@wv.gov
Mailing Address:	456 Ruby Ave
City:	Lawrence State: Kansas ▼
Postal Code:	66044 PostalCode Ref.
Country:	United States of America ▼
Telephone No.:	304-380-0200 (xxx-xxx-xxxx)
Fax Number:	(xxx-xxx-xxxx)
<input type="button" value="Add 1 Row"/>	

In addition, if your facility spans multiple properties owned by different landowners you can list more than one by clicking **Add 1 Row** at the bottom of the form.

Once you have completed this form, click **Section Complete** in the top left corner of the page and continue by clicking **Next** to move on to the following section or **Menu** to return to the **Section List**.

## Section IV: Operator

The **Operator** section refers to the individual, corporation, agency, etc. in control of, or having responsibility for, the daily operation of an aboveground storage tanks<sup>3</sup>.

Section IV: Operator

OPERATOR			
<input type="checkbox"/>	1. Operator Name:	WINCHESTER LLC	<input type="button" value="Search"/>
	Contact Name and Title:	Megan Smith, Environmental Resources Specialist	
	Email Address:	megan.d.smith@wv.gov	
	Mailing Address:	500 LEE ST E	
		STE 900	
	City:	CHARLESTON	State: West Virginia
	Postal Code:	25301	
	Country:	United States of America	
	Telephone / Cell Phone No.:	304-380-0200 (### ### ####)	
	Fax Number:	(### ### ####)	Existing ID: 494490580

The form automatically populates **Operator Name** with the contact information of the **Owner** you have chosen. You can change this if the owner is not the same as the operator by hitting the **Search** button, typing in 5 or more letters of the operator name, and clicking the correct result. If you do not see the operator name listed as a result, you can push the **Click to Request a New Operator** button and fill out the new contact information. When you submit your application, DEP will review the operator information you provided and contact you if there are any questions.

**Operator Search**

Operator Name:

**Note:** Enter partial Operator Name (minimum of 5 characters) and click Search.

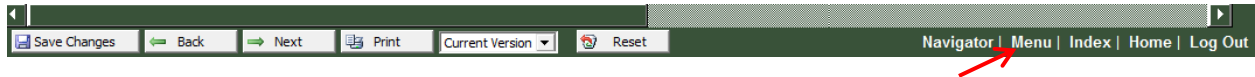
No Data Found.  
Please refine your search OR Request a New Operator.

---

<sup>3</sup> Oil and gas entities who prefer to register tanks on a regional, district or similar geographic basis, or assign responsibility to multiple Operators, can do so by completing a separate Registration for each area or Operator.

In addition, you can list more than one operator by clicking **Add 1 Row** at the bottom of the form.

Once you have completed this form, click **Section Complete** in the top left corner of the page and continue by clicking **Menu** to return to the **Section List**. Do not click **Next** this time, or you will be forced to skip Section V which you can only access from the **Section List**.



**Note:** If you accidentally hit **Next**, you can click **Menu** on the new page to reach the **Section List**.

## Section V: Above Ground Storage Tanks

This is the section is where you will list all of the information related to each individual aboveground storage tank you are registering.

To begin this section, you must be on the **Section List** screen which you can get to at any time by clicking **Menu** while already inside the registration application. You can also reach the **Section List** from the **Home** screen after logging into ESS by opening up an AST registration application-in-progress by using the **Continue** Process (see page 7).

To add a tank, hit the **Add** button beside Aboveground Storage Tanks:

Current User: SMITH, MEGAN EXT  
Ref. Id: Winchester Plant - Morgantown (04/25/2014)  
Status: New

<input type="checkbox"/> Section I:	<input type="checkbox"/> Ownership
<input type="checkbox"/> Section II:	<input type="checkbox"/> Facility
<input type="checkbox"/> Section III:	<input type="checkbox"/> Landowner
<input type="checkbox"/> Section IV:	<input type="checkbox"/> Operator
<input checked="" type="checkbox"/> Section V:	Aboveground Storage Tanks <b>Add</b> ←
<input type="checkbox"/> Section VI:	<input type="checkbox"/> Certification
<input checked="" type="checkbox"/> DEP Section	<input type="checkbox"/> DEP Office Use Only

A new **Tank** link will appear below. You will need to make a new section for each tank associated with this AST registration application (each tank at the same physical location that shares the same operator and owner).

Example: There are 2 tanks at this facility

- Click **Add** twice to create 2 **Tank** links
- Click the word **Tank** to start entering information about Tank #1.

Current User: SMITH, MEGAN EXT  
Ref. Id: Winchester Plant - Morgantown (04/25/2014)  
Status: New

<input type="checkbox"/> Section I:	<input type="checkbox"/> Ownership
<input type="checkbox"/> Section II:	<input type="checkbox"/> Facility
<input type="checkbox"/> Section III:	<input type="checkbox"/> Landowner
<input type="checkbox"/> Section IV:	<input type="checkbox"/> Operator
<input type="checkbox"/> Section V:	Aboveground Storage Tanks <b>Add</b>
<input type="checkbox"/> Section V:	→ Tank <b>Remove</b>
<input type="checkbox"/> Section V:	→ Tank <b>Remove</b>
<input type="checkbox"/> Section VI:	<input type="checkbox"/> Certification
<input checked="" type="checkbox"/> DEP Section	<input type="checkbox"/> DEP Office Use Only

You will be taken to a new section which lists each of the **Tank Subsections** for tank #1. To begin, click on **Section V-A: Description of Aboveground Storage Tank**.

Current User: SMITH, MEGAN EXT

Ref. Id: Winchester Plant - Morgantown (04/25/2014)

Status: New

#### Section V: Tank

☐ Section V-A:

☐ Section V-B:

☐ Section V-C:

☐ Section V-D:

☐ Section V-E:

☐ Section V-F:

☐ Section V-G:

☐ Section V-H:

☐ [Description of Aboveground Storage Tank](#) 

☐ [Substance Stored](#)

☐ [Tank Regulations](#)

☐ [Tank Construction Material and Corrosion Protection](#)

☐ [Tank Liner Material and Corrosion Protection](#)

☐ [Piping Construction and Corrosion Protection](#)

☐ [Type of Secondary Containment](#)

☐ [Type of Secondary Containment Material](#)

**Note:** You will need to complete this process for each tank at your facility, but it is suggested you complete all of the **Tank Subsections** for one tank before moving on to the next.

## Section V-A: Description of Aboveground Storage Tank

This section requires you to input basic descriptive information regarding the AST.

Section V-A: Description of Aboveground Storage Tank	
<b>Description of Aboveground Storage Tanks</b> <a href="#">Create more tanks like this</a>	
Do I need to register my tank?	
Owner Assigned Tank ID (You can use numbers, letters, periods, hyphens):	<input type="text" value="1"/>
1. Is this a DEP Registered Tank ?	<input type="text" value="No"/>
2. Status of Tank:	<input type="text" value="Currently in use"/>
3. Date of installation (month/year: MM/YYYY):	<input type="text" value="01/2011"/> Estimated ? <input type="checkbox"/>
4. Year Tank Constructed (year: YYYY):	<input type="text" value="2011"/> Estimated ? <input checked="" type="checkbox"/>
5. Maximum Tank Capacity (gallons):	<input type="text" value="2000"/>
6. Number of compartments:	<input type="text" value="1"/>
7. Coordinates of Tank Center:  Google Maps	
Latitude:	<input type="text" value="39.445568"/>
Longitude (please use absolute number):	<input type="text" value="79.546286"/>
8. Is the AST a mobile tank designed and constructed to be moved to other service locations and its relocation from site to site is inherent in its use?	Yes <input type="radio"/> No <input checked="" type="radio"/>
9. Is the AST connected to stationary underground and/or aboveground piping or is the AST otherwise installed as a fixed component (i.e. AST on saddles, legs, stilts, rack, or cradle; placed in a vault or building, etc.) at the site?	Yes <input checked="" type="radio"/> No <input type="radio"/>
10. Is the primary purpose of this AST to be leased or rented?	Yes <input type="radio"/> No <input checked="" type="radio"/>
<b>Tank Compartments</b> <span>Total Compartments Capacity: 2000 gallons</span>	
	Compartment # ID Status Capacity
<input type="checkbox"/>	1 <input type="text"/> <input type="text" value="Currently in use"/> <input type="text" value="2000"/>
<a href="#">Add 1 row</a>	

**Owner Assigned Tank ID:** You will need to input a unique descriptive ID for each tank. It can be a simple number series (1, 2, 3...etc.) or can contain a word or phrase that helps you more easily distinguish each tank (ex. Kerosene #1). Spaces are not allowed.

**Is this a DEP Registered Tank?:** If you purchased this tank from someone else who has previously registered the tank with DEP, choose YES and Search for the correct tank. If you cannot find the tank in the list of available tanks, contact WVDEP for assistance.

**Status of Tank:** Choose the correct status in the dropdown list

- Currently in Use: The tank is operational at this time
- Temporarily Out of Service: The tank is currently not in use, but will be used in the future
- Non-Operational: The tank is empty, and fluids will not be deposited in or dispensed from the tank on or after June 6, 2014
- Permanently Out of Service: The tank is empty, clean, and rendered incapable of holding fluid

**Date of Installation:** Input the month and year the tank was installed at the facility in MM/YYYY format (ex. 02/2012). If you are uncertain, give it your best guess and mark the “Estimated” checkbox beside the date.

**Year Tank Constructed:** Input the year the tank was built in YYYY format (ex. 2011). If you are uncertain, give it your best guess and mark the “Estimated” checkbox beside the date.

**Maximum Tank Capacity:** Input the capacity of the tank in gallons.

**Number of Compartments:** Input the number of compartments that make up this tank. The default value is 1 for tanks without separate compartments.

**Coordinates of Tank Center:** Input the latitude and longitude of the center of the tank. These values can be found using any of the methods described in Section II: Facility (see pg. 10 for more details).

**Tank Compartments Subsection:** If you listed more than one compartment above, you will need to provide further details for each compartment. Click **Add 1 Row** as many times as needed until you have one row for each of your compartments. Input the status and capacity for each individual compartment, ensuring that the combined capacities equal the maximum tank capacity you listed above. The ID field is optional. If your tank only has 1 compartment, this information will autopopulate and you do not need to do anything further.

**Note:** If you accidentally add too many rows, click the checkbox in the column with a trash can icon on the row you want to delete and then hit **Save Changes**.

When you have input all of the information, hit **Section Complete** in the top left corner and then **Next** to move onto the next section or **Menu** to return to the **Tank Subsection** list.

**Special Feature:** There is a “Create More Tanks Like This” button at the top right corner of this page. Once you have completed all of the tank subsections for a particular tank, you can go back into this section (Section V-A) and click the button to add as many similar tanks as needed to your form. This allows you to copy over much of the information you’ve already provided and prevents you from having to type it each time. For example, this would be a great option if your organization has 10 tanks that all



are made out of the same material, were installed at the same time, and had the same form of secondary containment. Keep in mind that Tank ID#, Coordinates, Substances, Attachments and Comments will not carry over as they are unique to each tank. You must still go into each new tank subsection created, review the information, and click Section Complete before being able to submit. If needed, you can modify information you have copied over and replace it with new information.

## Section V-B: Substance Stored

This section requires you to list the substances stored in the tank.

Section V-B: Substance Stored

Substance Stored		Tank is Currently in use	
You must enter at least one substance.			
<ul style="list-style-type: none"><li>Type first three characters of the CAS# or Chemical Name in the CAS# Field (Displays first 100 rows).</li><li>Please make sure you select an option from the searchable list.</li><li>For Mixtures and not found substances, use 'OTHER' in CAS Number.</li><li>To delete a Substance, select the checkbox and click Save.</li><li>To delete all the records, click the Reset button. You cannot undo this operation.</li></ul>			
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Type in the CAS # or first few letters of the substance name</div>	<div>1) #1 (Capacity: 4000 gallons) ▼</div>	<div>001910-42-5</div>	<div>000085-00-7 - 1,1'-Ethylene-2,2'-bipyridylium dibromide (Ethylene 2,2'-bipyridylium dibromide)</div>
	<div>2) #1 (Capacity: 4000 gallons) ▼</div>	<div>000694-05-3</div>	<div>000091-80-5 - 1,2-Ethanediamine, n,n-dimethyl-n'-2-pyridinyl-n'-(2-thienylmethyl)- (Ethane diamine, n,n-dimethyl-n'-2-pyridinyl-n'-(2-thienylmethyl)-)</div>
<div>Add 1 Row</div>			
<div>Does the content of the tank change? <input type="checkbox"/> (Check if yes)</div> <div>Describe method, frequency, and list other tanks involved</div> <div></div>			

Type in the Chemical Abstract Services (CAS) number or first few letters of the name of the substance in the tank and choose the correct substance that appears from the list of close matches. This will automatically input the correct information into the “Name/Description” field.

If the substance is a mixture or not found in the list, type **“Other”** in the CAS# field and then list the substance(s) in the “Name/Description” field and any important details in the “Comments” including the CAS# if known. You can look up the CAS# for your substance by checking its Material Safety Data Sheet (MSDS) if it was not found in the search box on the form.

If you chose multiple compartments in the previous section, you will need to add at least one row per compartment. If a compartment never contains a substance, choose **“Other”** in the CAS# field and add “Always empty” in the **“Comments”** field.

**Note:** If you have chosen “Non-Operational” or “Permanently Out of Service” for the Status of Tank in Section V-A, you cannot choose a tank substance and should just hit **Section Complete** and move on to the next section.

The next question asks “**Are the contents of this tank considered confidential, protected, or a trade secret under a specific statute, regulation, permit, etc.?**” If yes, click the checkbox and attach the appropriate documentation to verify.

**Section V-B: Substance Stored**



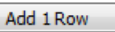

Substance Stored		Tank is Currently in use										
<b>You must enter at least one substance.</b>												
<ul style="list-style-type: none"> <li>Type first three characters of the CAS# or Chemical Name in the CAS# Field (Displays first 100 rows).</li> <li>Please make sure you select an option from the searchable list.</li> <li>For Mixtures and not found substances, use 'OTHER' in CAS Number.</li> <li>To delete a Substance, select the checkbox and click Save.</li> <li>To delete all the records, click the Reset button. You cannot undo this operation.</li> </ul>												
	Compartment #	CAS#	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 5%;"></th> <th style="width: 15%;">Name/Description</th> <th style="width: 10%;">Comments</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">1) #1 (5000 gallons) ▼</td> <td style="padding: 2px;">053636-65-0</td> </tr> <tr> <td></td> <td style="padding: 2px;">2,3-Pyridinedicarboxylic acid, 5-meth</td> <td style="padding: 2px;"></td> </tr> </tbody> </table>		Name/Description	Comments	<input type="checkbox"/>	1) #1 (5000 gallons) ▼	053636-65-0		2,3-Pyridinedicarboxylic acid, 5-meth	
	Name/Description	Comments										
<input type="checkbox"/>	1) #1 (5000 gallons) ▼	053636-65-0										
	2,3-Pyridinedicarboxylic acid, 5-meth											
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">◀</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Add 1 Row</span> <span style="margin-left: 5px;">▶</span> </div>												
<p>Are the contents of this tank considered confidential, protected, or a trade secret under a specific statute, regulation, permit, etc.? If yes, you must attach appropriate documentation to this section of the registration before you can mark if complete.</p> <p style="text-align: center;"><input type="checkbox"/> Yes</p> <p>Does the content of the tank change? <input type="checkbox"/> (Check if yes)</p> <p>Describe method, frequency, and list other tanks involved</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>												

If needed, you can also add more than one row to list multiple substances that are stored in the tank over time. This should be used if you answer “**Yes**” for the question “**Does the content of the tank change?**” You will also need to provide a brief description of the substance changing process in the box that states “**Describe method, frequency, and list other tanks involved**” such as “Changes seasonally, tank is drained and cleaned before filling with new substance.”

When you have input all of the information, hit **Section Complete** in the top left corner and then **Next** to move onto the next section or **Menu** to return to the **Tank Subsection** list.

## Section V-C: Tank Regulations

This section requires you to describe the regulatory status of the tanks.

Section V-C: Tank Regulations			
6. National Fire Protection Association Health Rating:			
Select rating: 3 ▼			
7. Is Tank regulated under existing State or Federal Programs?			
<input checked="" type="checkbox"/> Yes (If Yes, provide identifying information concerning the program)			
Tank Regulations			
	Program Name	Document	Identify regulatory requirements of program:
<input type="checkbox"/>	Hazardous Waste ▼	WVR000129399 EPA ID#	CFR 265 subpart J, 90 day storage limits, mandatory labeling, daily inspections
  			

The first dropdown requires you to input the correct **National Fire Protection Association (NFPA) Health Rating** associated with the tank substance(s).

- NFPA ratings range from 0 to 4, with 4 being the highest.
- If you do not know the NFPA rating of the tank substance, you should check the substance's Material Safety Data Sheet (MSDS) for the rating.
- If you listed more than one substance for this tank in **Section V-B**, choose the highest rating of all the substances (ex: If "Substance A" has a rating of 3, and "Substance B" has a rating of 1, choose 3 from the dropdown).

**Note:** If you have chosen "Non-Operational" or "Permanently Out of Service" for the Status of Tank in Section V-A, you cannot choose an NFPA Health Rating.

The next question asks, “**Is the tank regulated under existing State or Federal Programs?**”

- If the answer is **NO**, do not click the checkbox and review the information on the form for accuracy. If satisfied, hit “**Section Complete**” and go on to the next section.
- If the answer is **YES**, click the checkbox. You will notice that more [blue fields](#) appear that you must fill out before completing this section of the form.
  - Program Name refers to the program(s) that regulate your facility. Choose the correct option from the list, or choose “Other” if your facility’s regulatory program is not listed.
  - Document refers to the regulatory permit number, ID number, or other record that identifies your company under the state or federal program. If not applicable, please enter “n/a”.
  - Identify the Regulatory Requirements of the Program is where you should list applicable regulations and primary actions you are required to undertake. Actions should be listed as key words rather than described in great detail. This includes:
    - State and/or Federal Code associated with the program
    - Submitting reports
    - Sampling
    - Inspections
    - Labeling
    - Storage Requirements
    - Leak detection
    - Cathodic protection
    - Any other major activity required
- If needed, add one row for each regulatory program that applies to the tank

Ex: For a tank containing a hazardous material: CFR 265 subpart J, 90 day storage, labeling, daily inspections

**Note for Oil & Gas Entities:** If you choose “Oil & Gas Conventional Well” or “Oil & Gas Horizontal Well” as the **Program Name**, enter your Permit ID Number as the **Document**. Then, click the “Select Requirements” button that appears to assist you in selecting the appropriate regulatory requirements.

Section V.C: Tank Regulations

Activities Attachments

6. National Fire Protection Association Health Rating:

Select rating: 3

7. Is Tank regulated under existing State or Federal Programs?

☒ Yes (If Yes, provide identifying information concerning the program)

Tank Regulations

Program Name	Document	Identify regulatory requirements of program:
<input type="checkbox"/> Oil & Gas Conventional Well	Permit #	<input type="button" value="Select Requirements"/>

Add 1 Row

Regulatory Requirements

- ☐ W.Va. Code 22-6
- ☐ W.Va. Code 22-6A
- ☐ 35 CSR 1
- ☐ 35 CSR 4
- ☐ 35 CSR 8
- ☐ SPCC (40 CFR 112)
- ☐ 45 CSR 13
- ☐ 40 CFR 60 - Subpart 0000
- ☐ 29 CFR 1910

Accept Cancel

When you have input all of the information, hit **Section Complete** in the top left corner and then **Next** to move onto the next section or **Menu** to return to the **Tank Subsection** list.

## Section V-D: Tank Construction Material and Corrosion Protection

This section requires you to describe the **tank material** and corrosion protection measures

Section V-D: Tank Construction Material and Corrosion Protection	
8. Tank Construction Material and Corrosion Protection (mark all that apply):	
Brand/Model (if known)	Highland UL-142
Steel	<input type="checkbox"/>
Stainless Steel	<input type="checkbox"/>
Fiberglass Coated Steel	<input checked="" type="checkbox"/>
Plastic	<input type="checkbox"/>
Fiberglass Reinforced Plastic	<input type="checkbox"/>
Single Walled	<input checked="" type="checkbox"/>
Double Walled	<input type="checkbox"/>
Double Bottomed	<input type="checkbox"/>
On saddles, legs, stilts, rack, or cradle	<input checked="" type="checkbox"/>
In direct contact with ground, asphalt, or concrete	<input type="checkbox"/>
Cathodic protection (galvanic)	<input type="checkbox"/>
Cathodic Protection (impressed current)	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
Other	<input type="checkbox"/> <input type="text"/>
Comments:	
<div><div></div><div></div></div>	

Enter the **Brand/Model** if known.

Put a **Checkmark** in the boxes of the remaining items that apply to the tank, and use “Other” if the tank is made out of a material or has corrosion protection measures not listed.

Under **Comments** list any additional information related to the tank material and corrosion protection that you believe should be known.

When you have input all of the information, hit **Section Complete** in the top left corner and then **Next** to move onto the next section or **Menu** to return to the **Tank Subsection** list.

## Section V-E: Tank Liner Material and Corrosion Protection

The section is very similar to the previous one, but applies to the **tank liner** rather than the tank itself, and requires you to describe the tank liner material and corrosion protection measures for each tank liner.

Section V-E: Tank Liner Material and Corrosion Protection	
9. Tank Liner Material and Corrosion Protection (mark all that apply):	
Epoxy internal liner	<input type="checkbox"/>
Fiberglass internal liner	<input checked="" type="checkbox"/>
Glass liner	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
None	<input type="checkbox"/>
Other	<input type="checkbox"/> <input type="text"/>
Comments:	
<div><div></div><div></div></div>	

Put a **Checkmark** in the boxes that apply to the tank liner, and use “Other” if the tank liner is made out of a material or has corrosion protection measures not listed.

Under **Comments** list any additional information related to the tank liner material and corrosion protection that you believe should be known.

When you have input all of the information, hit **Section Complete** in the top left corner and then **Next** to move onto the next section or **Menu** to return to the **Tank Subsection** list.



## Section V-F: Piping Construction and Corrosion Protection

This section is very similar to the previous ones, but applies to the **tank piping** instead and requires you to describe the tank piping material and corrosion protection measures for the piping associated with each tank.

Section V-F: Piping Construction and Corrosion Protection		
10. Piping Construction and Corrosion Protection (mark all that apply):		
Oldest date of installation (month/year)	<input type="text" value="03/2012"/>	Estimated ? <input type="checkbox"/>
Steel	<input type="checkbox"/>	
Stainless Steel	<input type="checkbox"/>	
Fiberglass Coated Steel	<input checked="" type="checkbox"/>	
Plastic	<input type="checkbox"/>	
Fiberglass Reinforced Plastic	<input type="checkbox"/>	
Single Walled	<input checked="" type="checkbox"/>	
Double Walled	<input type="checkbox"/>	
Cathodic protection (galvanic)	<input type="checkbox"/>	
Cathodic Protection (impressed current)	<input type="checkbox"/>	
Unknown	<input type="checkbox"/>	
None	<input type="checkbox"/>	
Other	<input type="checkbox"/> <input type="text"/>	
Comments:		
<div><div></div><div></div></div>		

Enter the **Oldest Date of Installation** of the existing piping in month/year format (ex. 03/2012). If you are uncertain, give it your best guess and mark the “Estimated” checkbox beside the date.

Put a **Checkmark** in the boxes of the remaining items that apply to the tank piping, and use “Other” if the tank piping is made out of a material or has corrosion protection measures not listed.

Under **Comments** list any additional information related to the tank piping material and corrosion protection that you believe should be known.

When you have input all of the information, hit **Section Complete** in the top left corner and then **Next** to move onto the next section or **Menu** to return to the **Tank Subsection** list.

## Section V-G: Type of Secondary Containment

For this section you must describe the **Secondary Containment** measures that have been implemented for the tank.

Section V-G: Type of Secondary Containment	
11. Type of Secondary Containment (mark all that apply):	
Date of secondary containment installation (month/year)	<input type="text" value="03/2012"/> Estimated ? <input type="checkbox"/>
Volume Capacity (Gallons)	<input type="text" value="7500"/>
Dike	<input checked="" type="checkbox"/>
Vault	<input type="checkbox"/>
Double Walled Tank	<input type="checkbox"/>
Has Liner	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
None	<input type="checkbox"/>
Other	<input type="checkbox"/> <input type="text"/>
Comments:	
<div><div></div><div></div></div>	

Enter the **Date of Secondary Containment Installation** in month/year format (ex. 03/2012). If you are uncertain, estimate and mark the checkbox beside the date.

Put a **Checkmark** in the boxes of the remaining items that apply to the secondary containment mechanisms in place.

Under **Comments** list any additional information related to secondary containment mechanisms of the tank that you believe should be known.

When you have input all of the information, hit **Section Complete** in the top left corner and then **Next** to move onto the next section or **Menu** to return to the **Tank Subsection** list.

## Section V-H: Type of Secondary Containment Material

This section is similar to the previous section, but you must describe the **Secondary Containment Material** rather than the measures themselves.

Section V-H: Type of Secondary Containment Material	
12. Type of Secondary Containment Material (mark all that apply):	
Concrete	<input checked="" type="checkbox"/>
Earthen (soil)	<input type="checkbox"/>
Synthetic liner underneath tank	<input type="checkbox"/>
Steel	<input type="checkbox"/>
Fiberglass	<input type="checkbox"/>
Unknown	<input type="checkbox"/>
None	<input type="checkbox"/>
Other	<input type="checkbox"/> <input type="text"/>
Comments:	
<div><div></div><div></div></div>	

Put a **Checkmark** in the boxes of items that apply to the secondary containment material(s) used for the tank, and use “Other” if the secondary containment material for the tank is not listed and state the name of the material.

Under **Comments** list any additional information related to the secondary containment materials of the tank that you believe should be known.

When you have input all of the information, hit **Section Complete** in the top left corner.

**Note:** At this point, you have almost completed your AST registration. If you are ready to proceed to the **Certification Section**, hit **Next**. If you want to review other sections first or need to repeat the **Tank Subsection** process for a different tank, hit **Menu** to return to the **Tank Subsection** list and then **Menu** again to return to the main **Section List**.

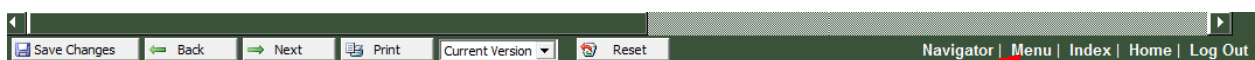
## Section VI: Certification

The **Certification** section is where the security agent of the applicant must electronically sign the AST registration that has been completed. This should only be performed by an individual with signatory rights for the applicant, and should only occur after they have thoroughly reviewed the information in all of the other sections, especially if another individual completed the other sections of the AST registration.

<b>Certification</b>	
I certify that I have personally examined and I am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible of obtaining the information, I believe that the submitted information is true, accurate and complete to the best of my knowledge.	
Print Name:	SMITH, MEGAN EXT
Print Title:	Environmental Resources Specialist 2
Date:	07/10/2014

The **Name** and **Date** fields will automatically populate based on the user ID and day the certification page was opened. Ensure they are correct, and input your **Title**. You do not have to submit on the same day the application was signed if further review is needed, although you should re-sign the application if changes are made afterwards.

When you have input all of the information, hit **Section Complete** in the top left corner, and then hit **Menu** in the bottom right corner of the page.



## Submitting the AST Registration to DEP

After filling out and marking all sections complete, a “**Submit Application**” button will appear on the **Section List** screen (see screenshot below).

**NOTE:** Only the users who have security rights to submit applications to DEP will see this button. User’s without security rights will see a “Verify Application for Submission” button instead.

Current User: SMITH, MEGAN EXT  
Ref. Id: Winchester Plant - Morgantown (04/25/2014)  
Status: New

Section I:  
Section II:  
Section III:  
Section IV:  
Section V:  
    Section V:  
    Section V:  
Section VI:  
DEP Section

Ownership  
Facility  
Landowner  
Operator  
Aboveground Storage Tanks [Add]  
    Tank -- 1 [Remove]  
    Tank -- 2 [Remove]  
Certification  
DEP Office Use Only

SUBMIT APPLICATION

After clicking the “**Submit Application**” button, a window will pop-up asking if you are sure you wish to submit. If you are satisfied with your answers, click “**Submit**”.

https://epermit.dep.wv.gov/webapp/\_dep/securearea/application/...


**Notice**

- This Application may be submitted now, but DEP review will await receipt of the appropriate payment if any.
- Until West Virginia has implemented eSignature, any section requiring original signature or embossed stamps should be provided as hardcopy.

Are you sure you want to submit this Application for DEP Review?

Submit Cancel

Submitting the application will automatically lock the sections from being changed; however, viewing the sections will still be possible by going under **Process: Review** from the **Home** screen.

Current User: SMITH, MEGAN EXT	Applicant: WINCHESTER LLC	
Ref. Id: Winchester Plant - Morgantown (04/25/2014)	Type: AST New Registration	
Status: New	Permit No.: New/Pending	

This Application was submitted on 05/01/2014 10:38:49 and changes are not allowed currently.

Section I:	<a href="#">Ownership</a>
Section II:	<a href="#">Facility</a>
Section III:	<a href="#">Landowner</a>
Section IV:	<a href="#">Operator</a>
Section V:	Aboveground Storage Tanks
Section V:	<a href="#">Tank -- 1</a>
Section V:	<a href="#">Tank -- 2</a>
Section VI:	<a href="#">Certification</a>
DEP Section	<a href="#">DEP Office Use Only</a>

Once the application is submitted, DEP and facility personnel that have been set up to receive notifications through ESS will be notified via e-mail. Any status change on the submitted application will also trigger an email notification.

## Correcting a Previously Submitted AST Registration

There are times you may need to make corrections to a previously submitted application. If DEP sends the AST registration application back for corrections, individuals from your organization who are set up to receive email notifications from the system will be alerted.

If you would like to make corrections and DEP has not sent back the application, notify your AST application DEP contact (see final page of this guide) and request the application be unlocked, otherwise you will not be able to make changes.

Next, log into ESS and choose **Continue** on the **Selection Process** screen, and then select the correct **Office**, **Applicant** and **Type**. You also have the option to search by **Ref. ID** if you choose, or you can simply scroll down and click on the application that needs correction.

**selection process**

Welcome SMITH, MEGAN EXT

Process:

Office:

Applicant:

Type:

Ref. ID:

Status:	Open	Closed	Created
	<input checked="" type="radio"/>	<input type="radio"/>	1 row

Search:

Locked	Ref. ID	Created
	New/Pending - Winchester Plant - Morgantown (04/25/2014)	04/25/2014

This will bring you to the **Section List** screen. You can now make the necessary corrections and resubmit.

**Note:** If DEP requested the corrections themselves, you will see a **Comment** bubble on the **Section List** screen. You can click it to review the changes DEP would like you to make.

Current User: SMITH, MEGAN EXT

Ref. ID: Winchester Plant - Morgantown (04/25/2014)

Status: New

Section I:

Section II:

Section III:

Section IV:

Section V:

Section V:

Section V:

Section VI:

DEP Section

Ownership

Facility

Landowner

Operator

Aboveground Storage Tanks

Tank -- 1

Tank -- 2

Certification

DEP Office Use Only



## Deleting AST Registration Applications Created in Error

An AST application that has been created in error can only be deleted by the individual(s) who has Application Security rights for the Applicant. The AST Registration Application can only be deleted prior to submission or if it has been unlocked and returned by DEP.

View: Active 3 users

Login id	User Name	Application Security	Master Consultant	Submit
CleveR82	CLEVENGEREXT, RENEE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span>Yes</span>
LaytoM86	LAYTON, MAVIS L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span>Yes</span>
PhillT82	PHILLIPS, TONYA R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<span>Yes</span>

The person(s) with these rights can delete an AST Registration by bringing up the **Section List** screen. From there, click on the **Delete Application** button on the left side of the screen (shown below).

**dep section list**

Current User: SMITH, MEGAN EXT  
Ref. Id: test (05/01/2014)  
Status: New

☐ Section I:  
☐ Section II:  
☐ Section III:  
☐ Section IV:  
☒ Section V:  
☐ Section VI:  
☒ DEP Section

[Ownership](#)  
[Facility](#)  
[Landowner](#)  
[Operator](#)  
Aboveground Storage Tanks **[Add]**  
[Certification](#)  
[DEP Office Use Only](#)

**Delete Application**

Return Home  
Log Out

A pop-up warning will appear. You must complete the information requested on the pop-up and click **Delete**.

DEP - Delete Application - Windows Interne...

**WARNING:**

You are about to delete this application. Before finalizing the delete, please be advised that once the application is deleted, the consequences are irreversible. WVDEP cannot in any way recover the data once the delete has been completed. Please be for certain that you no longer and will never need to further pursue this application and will never need to add or make changes to it.

To confirm that you are certain that you desire to delete this application, and that you understand the finality of this action, please type "YES" in response to the question below, then type your name to verify that you are the person who is deleting the application along with a reason for deletion.

By typing "YES" in the space adjacent, I affirm the above admonition and accept any responsibilities thereof.

I,  do hereby acknowledge that I do wish to delete application **test (05/01/2014)**, and that once this delete is completed, the entire contents of it are extinct and completely unrecoverable, and that any consequences of deletion, along with any re-entry and reconstruction of the data within is the sole responsibility of the responsible party for this application which I represent.

**Please give a reason for or other comments about deletion.**

A message will then confirm that you have successfully deleted your application.



## Contact Information

### **For general aboveground storage tank information:**

Ruth Porter at (304) 926-0499, ext. 1007, or by email at [Ruth.M.Porter@wv.gov](mailto:Ruth.M.Porter@wv.gov)

Joe Sizemore at (304) 926-0499, ext. 1314, or by email at [Joe.M.Sizemore@wv.gov](mailto:Joe.M.Sizemore@wv.gov)

Josh Hamrick at (304) 926-0499, ext. 1216, or by email at [Joshua.R.Hamrick@wv.gov](mailto:Joshua.R.Hamrick@wv.gov)

### **For obtaining a login to the Electronic Submission System (ESS) or setting up ESS Security:**

Jenna Palmer at (304) 926-0499, ext. 1817, or by email at [Jenna.D.Palmer@wv.gov](mailto:Jenna.D.Palmer@wv.gov)

### **For electronic registration form troubleshooting:**

Josh Hamrick at (304) 926-0499, ext. 1216, or by email at [Joshua.R.Hamrick@wv.gov](mailto:Joshua.R.Hamrick@wv.gov)

Jenna Palmer at (304) 926-0499, ext. 1817, or by email at [Jenna.D.Palmer@wv.gov](mailto:Jenna.D.Palmer@wv.gov)

### **For a waiver request to file registration by paper:**

Under very limited circumstances and with good reason, DEP will provide an owner a waiver, and allow a paper submittal of the tank registration. The request for this waiver has to be made by the owner, in writing to **WVDEP AST Program-Waiver Request, 601 57<sup>th</sup> Street, SE, Charleston, WV 25304**, and postmarked prior to August 1, 2014.

### **For reporting releases from an aboveground storage tank:**

Office of Environmental Remediation at 304-368-2000, ext. 3701

After hours releases should be reported to the statewide emergency spill line at 800-642-3074